



TERMS OF REFERENCE

Appointment of a suitably qualified and experienced Service Provider

For

The provision of short-term insurance over a period of 12 (twelve) months

1. Introduction

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended), and the National Qualifications Framework Act, No. 67 of 2008 (as amended), and came into operation on 1 April 2010.

The main functions of the QCTO, among others, include developing standards for occupational qualifications, such as trades and skills programmes; accrediting skills development providers and assessment centres; conducting assessments; ensuring quality assurance; and issuing certificates to qualifying learners.

2. Background

Section 51 of the PFMA assigns responsibility to the accounting authorities for the management, including the safeguarding and maintenance of the assets and maintenance of an effective, efficient and transparent system of financial and risk management and internal control.

One of the major requirements of good internal control is to safeguard assets. Best practice requires that assets be appropriately secured and maintained, used for the purposes intended, periodically accounted for, and properly disposed.

QCTO currently utilises a broker who administers and manages the insurance portfolio between QCTO and the underwriters. The brokers liaise with QCTO's Asset Management officials in terms of claims and any other necessary requirements and correspondence. The signed policy documents are provided to indicate the cover and applicable excess or claim procedures and limitations to the insurance cover.

3. Objective

The objective of this request is to appoint suitably qualified and experienced service providers for the provision of short-term comprehensive insurance cover for a period of 12 (twelve) months

4. Scope of work

4.1. As per the asset register, the asset base of the QCTO is as follows:

ASSETS CATEGORY	NET BOOK VALUE
COMPUTER EQUIPMENT	R 4 073 965.03
MOTOR VEHICLES	R 524 122.13
OFFICE EQUIPMENT	R 413 975.97
OFFICE FURNITURE AND FITTINGS	R 808 689.56

4.2. QCTO seeks to appoint an experienced and accredited Short Term Insurance service provider to:

4.2.1. Provide short term comprehensive insurance cover for a period of 12 (twelve) months

4.2.2. Provide comprehensive insurance cover for losses which may be incurred due to:

- Property Theft and Vandalism
 - Accidental Damages
 - Natural causes which may bring losses/damages to any asset.
 - Operational risks
 - Fire
 - Comprehensive Vehicle Cover including roadside assistance
 - Business all risks
 - Assets All risks
- 4.3. Provide comprehensive insurance cover for all movable – this includes but not limited to:
- Office Equipment – This includes various types of electronic and mechanical office equipment
 - Computer Equipment – which includes cameras, overhead projectors, laptop, and tablets.
 - Office Furniture and Fittings - which includes various types of wooden/steel/plastic furniture and fittings. Some which are fixtures and some which are unfitted. All these items/equipment are office based.
 - Different model company vehicles
- 4.4. Provide SASRIA Cover where necessary.
- 4.5. Provide roadside assistance for all QCTO vehicles.
- 4.6. Provide advice on value for money regarding the cost of insurance means of cost saving on insurance costs.
- 4.7. Provide a clear and user-friendly claim procedure and a 7 – 15 working days turnaround time.
- 4.8. Provide quarterly reports on claims (claims processed and paid out/ finalized/ closed/ rejected, claims in progress).
- 4.9. Provide a qualified and experienced contact person to deal with the Portfolio of QCTO and provide the necessary guidance to the Assets Management Unit.

5. Deliverables

A comprehensive insurance cover for computer equipment's, Furniture and fittings, Office Equipment's and motor vehicles

6. Mandatory Submission requirement

The project proposal must contain the following mandatory elements:

- 6.1. Company profile of the bidder, outlining experience, competence, qualified personnel, organogram of the company, methodology proposed on how the QCTO portfolio is to be managed.
- 6.2. Detailed benefits, limitations, exclusions, and sum insured for each cover.
- 6.3. All fixed or variable costs must be stated on the proposal. Any relevant or inherent costs such as excess, claim preparation costs and any costs are to be included in the proposal. A fixed combined cost of the premiums in South African Rand inclusive of VAT must be specified. The premiums must be quoted monthly and annually.

6.4. Valid registration documents for provision of Financial Services and Short-Term Insurance.

7. Price (VAT included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum of 80 points.

Bidders are requested to provide a proposal with a clear break down of annual insurance cover